



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 1001.32B  
PERS-49  
07 Sep 2005

SECNAV INSTRUCTION 1001.32B

From: Secretary of the Navy

Subj: MANAGEMENT AND MOBILIZATION OF THE STANDBY RESERVE

Ref: (a) 10 U.S.C.  
(b) DOD Directive 1235.9 of 10 Feb 98  
(c) DOD Directive 1200.7 of 18 Nov 99  
(d) SECNAVINST 1920.6B  
(e) DOD Directive 1235.13 of 19 Nov 97  
(f) DOD Instruction 1235.14 of 31 Oct 97  
(g) DOD Instruction 1215.18 of 17 Jul 02

Encl: (1) Definitions

1. Purpose. To provide policy and procedures for management and mobilization of the Standby Reserve of the Navy and Marine Corps per references (a) and (b). This instruction is a complete revision and should be read in its entirety.
2. Applicability. This instruction applies to all members of the Standby Reserve of the Navy Reserve and Marine Corps Reserve.
3. Cancellation. SECNAVINST 1001.32A.
4. Definitions. Terms used in this instruction are defined in enclosure (1)
5. Policy

a. Membership in the Standby Reserve shall be limited to individuals who have mobilization potential to augment active-duty forces.

b. Individuals with a Military Service Obligation may be placed in the Standby Reserve only temporarily and shall be transferred back to the Ready Reserve when the reason for their transfer to the Standby Reserve no longer exists.

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C. Volunteers in the Standby Reserve who are unable to transfer to the Ready Reserve and possess critical skills that Chief of Naval Personnel or Deputy Chief of Staff for Manpower and Reserve Affairs determines to be mobilization assets may be retained in the Standby Reserve.

d. Personnel with critical skills, who do not need training to maintain their skills and whose civilian jobs are essentially the same as their military jobs, may be retained in the Standby Reserve.

6. Mobilization. Members of the Standby Reserve shall be mobilized per sections 12301, 12302, and 12306 of reference (a).

7. Categories. The Standby Reserve is comprised of two categories: Standby Reserve-Active and Standby Reserve-Inactive. Information pertaining to each category follows:

a. Standby Reserve-Active. Reservists in the Standby Reserve-Active are in an active status and are eligible to participate in reserve training programs without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any inactive duty training or Active Duty for Training. They may be ordered to active duty in time of war or national emergency if the Secretary, with the approval of the Secretary of Defense, determines not enough qualified Ready Reservists are available in the categories required. Officers continue to be eligible for promotion consideration. Enlisted members must actively participate in a reserve component and meet other service requirements to be eligible for advancement. The Standby Reserve-Active includes the following:

(1) Members who have been transferred from the Ready Reserve because of temporary reduced mobilization liabilities due to hardships, or other documented reasons, as determined by Chief of Naval Personnel or Deputy Chief of Staff for Manpower and Reserve Affairs, and who intend to return to the Ready Reserve.

(2) Key employees, as defined in reference (c), in public or private employment, who have been transferred from the Ready Reserve to ensure the continuity of the Federal Government, and to prevent conflicts between emergency manpower needs of civilian activities and the military during

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mobilization.

(3) Theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools per reference (c) and section 12317 of reference (a).

(4) Members whose retention in the Standby Reserve-Active, for reasons other than those specified in subparagraphs (1) through (3) above are considered by Chief of Naval Personnel or Deputy Chief of Staff for Manpower and Reserve Affairs as in the best interest of the service.

b. Standby Reserve-Inactive (Inactive Status List). Reservists in the Standby Reserve-Inactive are in an inactive status. They may not participate for pay or retirement point credit, and may not be assigned to any Reserve organization other than the Inactive Status List. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion, but not advanced or appointed to the higher rank or grade at the time of their transfer to the Standby Reserve-Inactive, their promotion or advancement will not take effect. To be eligible for assignment to the Standby Reserve-Inactive, Reservists must normally have completed their military service obligation. The Standby Reserve-Inactive includes members transferred for the following reasons:

(1) Officers with requisite skills that the Naval and Marine Corps Reserve may require in a mobilization, but did not earn at least 27 retirement points during their anniversary year while in an active status, per reference (d); and officers who have completed at least 20 years of service, computed per section 12732 of reference (a), who failed to earn at least 50 retirement points during their anniversary year per reference (d).

(2) Members with at least 20 years of service computed per section 12732 of reference (a), who have been determined to have a disability rated at less than 30 percent, and who have been transferred to the Inactive Status List instead of separated for that disability, under section 1209 of reference (a).

(3) Members screened from the Ready Reserve and transferred to the Inactive Status List per reference (c).

(4) Members who voluntarily requested and were transferred to the Inactive Status List.

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(5) Individual Ready Reserve members who have not completed their initial military service obligation but have been identified per references (e), (f), and paragraph F.3.a.(2) of reference (g) as being unsatisfactory participants in the Individual Ready Reserve and were transferred to the Inactive Status List.

(6) Members transferred to the Inactive Status List for other directed reasons.

8. Procedures. Membership in the Standby Reserve is subject to the following provisions:

a. Transfers are made as authorized by either the Chief of Naval Personnel or the Deputy Chief of Staff for Manpower and Reserve Affairs.

b. Any eligible member of the Standby Reserve may be transferred back to the Ready Reserve when the reason for the member's transfer to the Standby Reserve no longer exists.

c. Officers in the Standby Reserve-Inactive may be screened for retention after 1 year. Those with critical skills may be retained while all others shall either return to the Ready Reserve, if eligible, or be separated per reference (d))

d. Enlisted members of the Standby Reserve-Inactive shall be discharged or retired, as appropriate, upon completion of their obligated service.

9. Action. Chief of Naval Personnel and Deputy Chief of Staff for Manpower and Reserve Affairs, acting for the Secretary in matters pertaining to the Navy and Marine Corps Reserve, respectively, shall:

a. Ensure widest dissemination of, and compliance with the provisions of this instruction.

b. Develop and enforce policies for the management of the Standby Reserve in accordance with references (a) and (b) and this instruction, including notifying members of their service obligation in the event of mobilization.

c. Transfer members of the Navy and Marine Corps Reserve between Reserve categories per reference (b) and this instruction.

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d. compile and maintain a current list of reservists with critical skills needed in time of war or congressionally declared national emergency but not readily available from the Ready Reserve.

e. prepare plans and develop procedures for mobilization of the Standby Reserve per reference (a), including provisions for requesting recall to active duty of those members with critical skills not available in the Ready Reserve.

f. establish procedures for maintaining up-to-date personnel data and addresses for members of the Standby Reserve.

g. screen active status members for transfer to the Standby Reserve per references (a) through (f), and this instruction to ensure their mobilization potential. Transfer eligible members back to the Ready Reserve when their reason for being in the Standby Reserve no longer exists.

William A. Navas  
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(Manpower and Reserve Affairs)

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## DEFINITIONS

1. Annual Training. The minimum period of annual active duty for training or annual field training that a Reserve member performs each year to satisfy the annual training requirements associated with his/her reserve component assignment.
2. Critical Skill. A job specialty considered essential to the capability of the parent organization.
3. Key Employee. A civilian employee in the Federal or private sector identified by the employer as occupying a key position, for whom there would be no readily available replacement during a mobilization or national emergency.
4. Key Position. A civilian position in the Federal or private sector that cannot be vacated during a mobilization or national emergency without seriously impairing the capability of the parent organization to perform functions essential to meeting the needs of a mobilization or national emergency.
5. Military Service Obligation. The total required service, as prescribed by section 651 of reference (a), that each person who becomes a member of an Armed Force shall serve unless discharged under regulations prescribed by the Secretary of Defense and the service Secretary concerned.
6. Standby Reserve. The Standby Reserve includes both the Standby Reserve-Active and the Standby Reserve-Inactive (i.e., those in the Standby Reserve on the Inactive Status List). The Standby Reserve consists of officers and enlisted members of the Reserve components, other than those in the Ready Reserve or the Retired Reserve, who are liable for active duty only as provided in sections 12301, 12302, and 12306 of reference (a).

Enclosure (1)